



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 5.1.100	Subject: PROGRAM STRUCTURES
Reference: DOC 5.4.1; 53-1-203, MCA	Page 1 of 6
Effective Date: 07/01/05	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division's contracted facilities will be structured to identify the treatment needs of offenders and provide the counseling and programming to meet those needs.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Contracted Facility – Includes Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment, Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

Criminal Thinking Errors – A program designed to make offenders aware of criminal thinking patterns and then work on changing those patterns by identifying old core beliefs and replacing them with new core beliefs.

Criminogenic – Producing or tending to produce crime or criminals.

Department – The Montana Department of Corrections.

Expenses – Include room, board, and service charges, medical and dental expenses, child support, court fines and fees, wages earned, taxes paid, and restitution.

Facility – The fully equipped and furnished location of an ACCD program for the incarceration of offenders in accordance with the contract between the ACCD and Facility Contractor.

Modified Therapeutic Community Model – Drug-free residential group settings used in correctional populations that are organized and structured to simulate a health family environment, while holding offenders accountable for their criminal conduct. Teaches offenders how to live and function within the larger society and their own families in a sober and pro-social manner. Treatment demonstrates the ripple effects of unwise behavior, instills constructive conduct, and improves communication skills.

Prerelease Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Prison – Montana State Prison, Montana Women's Prison, Great Falls Regional Prison, Dawson County Correctional Facility, and Crossroads Correctional Center.

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Treatment Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contracted facilities: START, CCP, Passages, Elkhorn, NEXUS and WATCH.

III. PROCEDURES:

A. Prerelease Centers (PRC)

PRC programs offer an alternative to the direct release of an offender from prison or jail to the community, and an alternative to prison in the placement of parole violators and offenders sentenced to the Department. These facilities and programs provide supervision, guidance, counseling, and an opportunity for the offender to adjust to the community in a gradual, controlled manner.

1. PRCs shall, at a minimum, provide offenders with the following:
 - a. Emergency and crisis intervention services;
 - b. An assigned staff member to meet with and advise that offender on a weekly basis;
 - c. Case management between a case manager and one or more offenders;
 - d. Individual or group sessions directed toward a need or problem, such as health, education, family and interpersonal relationships, financial management, substance abuse, or sexual victimization; and
 - e. Guidance, instruction, and information relating to obtaining and maintaining gainful employment commensurate with the offender’s needs and abilities, including identification of job opening, arrangements for interviews, and transportation options, as necessary.
2. An individualized program for each new offender will commence within ten (10) working days of the offender’s arrival. The individualized program will:
 - a. Describe the offender’s treatment, vocational, educational, behavioral and social expectations and goals;
 - b. Include measurable criteria of expected behavior and accomplishments, a time schedule for achieving specific goals, and scheduled progress reviews;
 - c. Be set forth in writing, signed by the offender and staff, and subject to review and approval by the Department.
 - d. Provide offenders with phase progression criteria, subject to Department review and approval.
3. Depending on the needs of the offender, PRCs shall provide or make referral to individual and group counseling in substance abuse, employment, health, education, parenting, financial management, mental health, vocational rehabilitation, and Cognitive Principles & Restructuring (CP&R).
 - a. Each PRC will submit a biannual report to the Prerelease Facility Contract Manager, which outlines current programming available to offenders within the facility, and programming available through referral to community resources.
 - b. PRCs will post, maintain, and periodically update a directory of community agencies available to assist offenders, or will use a directory that is maintained and updated by another agency.
4. PRCs shall ensure that case managers document all scheduled meetings with offenders in writing, subject to review by the Department. Documentation should note the offender’s

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progress in attaining goals relative to their individualized program, identified needs, and any other pertinent issues.

5. A written release program for each offender will be developed in conjunction with the Department.
 - a. The PRC will make all recommendations regarding an offender's release or continued stay at the facility, in writing, and will coordinate offender's release plans by submitting appropriate pre-parole planning paperwork, conditional release reports, and interstate compact requests, in accordance with *P&P 120-1 Parole Placement and Investigation*, *P&P 150-6 Conditional Release of DOC Offenders*, and *P&P 130-1 Interstate Commission Transfers*.
 - b. PRCs will ensure case managers have appropriately investigated and verified offender's release plans verbally, or in writing, prior to submission to Probation & Parole or the Adult Interstate Bureau.

6. Offender Accounts

Each PRC will provide the offenders with an offender account for the purpose of accounting for funds belonging to the offender.

7. Fees/Room and Board

Pursuant to §20.7.201, §20.7.202 and §20.7.204, Administrative Rules of Montana (ARM), PRCs may charge an offender for room, board and services associated with the offender's stay.

- a. PRCs will inform offenders in writing at the time of orientation of all applicable fees the offender will be charged.
- b. Upon request, PRCs will submit reports to the Department, showing the offender's monthly gross income, the number of days in the facility, and the offender's expenses.
- c. An offender may be charged up to \$14.00/day for room and board each day of the offender's residence. Any additional percentage of an offender's net earnings will not be charged for room and board.
- d. After an offender's absence from the PRC for seven (7) consecutive working days, the PRC will suspend the charge until the offender returns, unless an exception is approved through the Contract Manager.
- e. PRCs may charge an offender engaged in a Transitional Living Program up to \$4.00/day.
- f. PRCs may require an offender to pay for damage to the facility, its equipment, furnishings, and fixtures.
- g. PRCs have the discretion to forgive all charges, or any portion thereof, based on an assessment of the offender's ability to pay. The Department may, on a case-by-case basis, with written approval, pay the PRC for room and board fees of special needs offenders.
- h. PRCs will submit to the Contract Manager all applicable fees charged to offenders for approval no later than June 31st each year.

8. Court-Ordered Fines/Fees

Pursuant to §20.7.201, ARM, PRCs will develop and submit for Department approval, procedures to document the collection of court-ordered restitution, court-ordered fines, and court-ordered child and spousal support.

- a. PRCs will submit reimbursement collection data to the Department by July 31st each year.

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- b. Pursuant to §46-18-241, MCA, all felony District Court-ordered restitution will be withheld and submitted to the Department's Collection Unit on a monthly basis.

B. Treatment Facilities

1. To assist offenders in understanding the criminogenic effects of chemical additions and criminal behavior patterns, and develop the motivation to change, the program must use a modified therapeutic community model.

ACCD contracted treatment facilities will structure programs using a modified therapeutic community model design and organization that is cognitive based, having Cognitive Principles and Restructuring as its foundation. Traditional chemical dependency treatment, Criminal Errors in Thinking and Relapse Prevention will also be strongly emphasized.

- a. The model will include the following:
 - i. The application of the principles and curriculum of cognitive restructuring;
 - ii. Specific content areas for treatment and educational activities;
 - iii. Proposed schedules (daily, weekly);
 - iv. The degree of, and structure for:
 - 1) managing offender self-governance in community organization;
 - 2) a process for selection, enrollment, and discharge and transfer of participants;
 - 3) a process for individualized treatment planning; and
 - 4) criteria for program completion.
- b. The program may be followed by placement in a community PRC.
- c. The program will be structured in phases:
 - i. Intake – Program intake/assessment shall include the following:
 - 1) A comprehensive assessment process for each program participant using a standardized and objective assessment that determines level of risk and needs factors associated with recidivism; and
 - 2) An objective method by which offenders are assessed at the beginning and end of the program to measure changes in attitude/behavior.
 - ii. Phase I: Orientation and Motivation
 Offenders will learn the basic concepts of cognitive restructuring and expectations, as well as completing the assessment process. A pre-treatment motivational component shall also be included. The goals in this phase will include: completion of the assessment process; providing offenders with an overview of the program; initiation on a curriculum of Cognitive Principles and Restructuring (CP&R); basic concepts of recovery; confronting/correcting criminal thinking; beginning involvement in group and individual counseling.
 - iii. Phase II: Modified Therapeutic Community Treatment
 - 1) The primary goal of this phase is to restructure addictive criminal thinking with emphasis on criminogenic needs that pertain to general re-offending and recidivism. Offenders remain in this phase until all requirements of a phase change are satisfied. Offender's progress will be assessed by the offender and the treatment team throughout phase II.
 - 2) Offenders will also be assisted in examining patterns of thought that recur with negative consequences and developing a plan to change such thinking.
 - 3) The treatment environment will rely on interaction, modeling, and leadership. Phase II builds upon the basic concepts introduced in orientation, such as: teaching skills needed to allow positive relationships, inciting a pro-

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social/positive life style; providing self-help and peer group activities; continuing curriculum on confronting anti-social behavior, reinforcing pro-social behavior and changing criminal thinking; teaching basic elements of recovery from substances; and, addressing family and gender role issues.

iv. Phase III: Relapse Prevention and Reentry Phase

- 1) This phase will have special emphasis on relapse prevention. Offenders will develop an individual relapse prevention plan in conjunction with Facility Contractor staff.
- 2) Goals of this phase will include: connecting each individual's aftercare goals to specific methods to accomplish them; how to identify and utilize community resources; continuing of the curriculums; learning and practicing skills necessary to gain and maintain stable employment; learning rules and expectations of prerelease, Conditional Release, and probation and parole; making aftercare appointments at aftercare providers to ensure the continuum of appropriate care, and contacts/addresses/schedules to support recovery group meetings. Each offender will make final preparation of their transfer of care and send their continued care plans to such providers.
- 3) All Phase III offenders will participate in a transfer conference with the treatment team during the final weeks of treatment. All Phase III offenders respect and adhere to all program rules and regulations, act in a pro-social fashion, and continuously pay it forward at all times.

v. Phase Progression

- 1) Phase progression will be developed to assess progression from one phase to another based on the inherent phase goals. Criteria for program failure and a plan for handling offender's program progression shall be developed and followed.
- 2) Offenders who do not take responsibility for completing assignments and progressing from phase to phase will face sanctions and, if they do not make positive changes, may be terminated from the program. Every reasonable effort will be made by the staff to prevent this, but failure to comply with basic program requirements will not be allowed. Serious acts of violence or attempted escape will result in termination from the program and transfer to prison status. The Adult Community Corrections Division Administrator retains sole authority to transfer offenders to a Department program/facility.

2. Offender Accounts

Each treatment facility will provide the offenders with an offender account for the purpose of accounting for funds belonging to the offender.

3. Fees/Room and Board

- a. Treatment facilities will inform offenders in writing at the time of orientation of all applicable fees the facility may charge.
- b. Facilities may require an offender to pay for damage to the facility, its equipment, furnishings, and fixtures.
- c. The facility has the discretion to forgive all charges, or any portion thereof, based on an assessment of the offender's ability to pay.
Each facility will submit to the Contract Manager all applicable fees charged to offenders for approval no later than June 31st each year.

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IV. CLOSING:

Questions regarding this procedure will be directed to the Facilities Program Bureau Chief or appropriate Contract Manager.